



FEMA

HSEEP Toolkit System: User Guide Design and Development System

Contents

Summary.....	3
Purpose.....	3
Other Resources	3
1) Exercise Planning.....	4
2) View Line	4
3) Custom Task.....	5
4) Walkthrough	6
5) Outlook Link	6
6) Documents Manager	7
7) Notes Link.....	8

Summary

The Design and Development System (DDS) is a component of the Homeland Security Exercise and Evaluation Program's (HSEEP) Toolkit. This system functions as a project management tool and comprehensive tutorial for the design, development, conduct, and evaluation of exercises.

Purpose

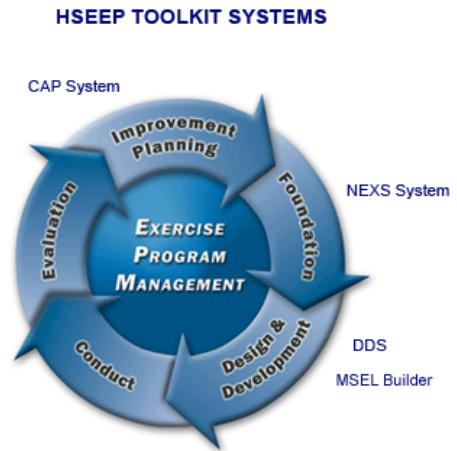
The DDS user guide is intended to provide users with the appropriate templates and guidance for developing timelines, planning teams, and exercise documentation in the DDS. The guide covers use of Exercise Planning, the View Timeline, Walkthrough, and Manage Documents.

Other Resources

HSEEP Volume II

HSEEP Website: About HSEEP section

HSEEP Toolkit Help file



1) Exercise Planning

- a) The Exercise Planning page provides a list of all the tasks that should be completed to successfully conduct an exercise; each task listed includes a detailed description as well and provides tracking options for the status, assignment, due date, and duration.

To access the Exercise Planning page, go to the Exercise List screen, select an exercise, click DDS and then Exercise Planning. To complete Exercise Planning follow the steps below:

1. From the Status dropdown menu, select Not Started, In Progress, or Complete
2. Enter the Duration, or the number of days needed to complete the task
3. Enter the Due Date, or the date the task should be completed
4. From the Assigned To dropdown select the available team members
5. Click the Next button to proceed to the next task or click the task name in the Task List

FEMA HSEEP Toolkit
Design and Development System

Toolkit Home | Exercise List | Create Exercise | NEXS Calendar | Reports | Settings | Resources | Feedback | Help | Log Out

Game_3.0_Test_Boluwaji_07

NEXS DDS EEO MSEL CAPS Summary Exercise Settings Alerts

Exercise Planning | View Timeline | Walkthrough | Manage Documents

I. Foundation

- Project Timeline
- ID Planning Team
- Assign Responsibilities
- Exercise Budget

II. Design and Development

- Concepts & Objectives
- Draft Purpose & Scope
- Schedule C&O
- C&O Read-Ahead
- Develop C&O Documentation
- Provide C&O Minutes
- Initial Planning Conf.
- Schedule IPC
- IPC Read-Ahead
- Finalize Task List
- Participants/Dates

Project Timeline

Status	Duration	Due Date	Assigned To
Not Started	0	9/11/2007	Lee Evans

Notes (0) Documents (1) Add to Outlook

Description:

Your first major step in planning an exercise is to create a project management timeline. The timeline should include key milestones, such as the Initial Planning Conference and the Mid-term Planning Conference, as well as steps for exercise development, execution, evaluation, and improvement planning.

The Toolkit has generated a master task list and a suggested timeline based on your exercise information. Click on the View Timeline section to modify your exercise schedule.

Foundation 25% Design & Devel. 0% Conduct 0% Evaluation 0% Improv. Planning 0% Total= 2%

Exercise FOLIO

Next Click Next to Continue

2) View Line

- a) The View Timeline page lists the suggested tasks and allows the user to add and modify task status, assignment, due date, and duration.

To access View Timeline, go to Exercise List, select an exercise, click DDS, and then View Timeline. To complete the Timeline, follow the steps below:

1. From the Status dropdown menu, select Not Started, In Progress, or Complete
2. Enter the Duration, or the number of days needed to complete the task
3. Enter the Due Date, or the date the task should be completed
4. From the Assigned To dropdown, select the available team members
5. Scroll down to complete the next task

View Timeline

Displayed below is an overview of your exercise and all the relevant tasks.
Click on the fields below to edit the task information or modify who the task is assigned to.
For more information [click here](#)

[Email Timeline](#)
[Printer Friendly Version](#)
[Gantt Chart View](#)

Exercise Tasks ! = Critical | ◆ = Milestone Show tasks assigned to: ▼

Status	Mile stone	Critical	Task	Duration	Due Date	Assigned To
I. Foundation						
Not Started ▼		!	Project Timeline	0	9/11/2007	Lee Evans ▼
Not Started ▼		!	ID Planning Team	0	9/11/2007	Lee Evans ▼
Not Started ▼		!	Assian Responsibilities	0	9/11/2007	Lee Evans ▼
Not Started ▼		!	Exercise Budget	0	9/11/2007	Lee Evans ▼
II. Design and Development						
	◆		Concepts & Objectives			
Not Started ▼		!	Draft Purpose & Scope	0	9/11/2007	Lee Evans ▼

3) Custom Task

a) Custom Tasks provides the ability to create tasks unique to an exercise.

To create a Custom Task, follow the steps below:

1. Go to the Exercise List and select an exercise
2. Click Exercise Settings
3. Select Custom Task list
4. Click Add New Task
5. Enter Task Name
6. Select Task Status
7. Select Due Date
8. Select Assigned To
9. Enter Task Description
10. Click Save Task button

FEMA HSEEP Toolkit
Design and Development System

[Toolkit Home](#) | [Exercise List](#) | [Create Exercise](#) | [NEXS Calendar](#) | [Reports](#) | [Settings](#) | [Resources](#) | [Feedback](#) | [Help](#) | [Log Out](#)

WS_Latin_Dancer_Fight_Camp_07

[NEXS](#) | [DDS](#) | [EEO](#) | [MSEL](#) | [CAPS](#) | [Summary](#) | [Exercise Settings](#) | [Alerts](#)

[Exercise Planning](#) | [View Timeline](#) | [Walkthrough](#) | [Manage Documents](#)

[Manage Users](#)
[Messages](#)
[Alerts](#)
[Custom Tasks](#)
[Email](#)
[User Documents](#)

Custom Task List
[Current Tasks](#) | [Add New Task](#)

Add New Task

Task Name:

Task Status:

Due Date:

Assigned To:

Task Description:

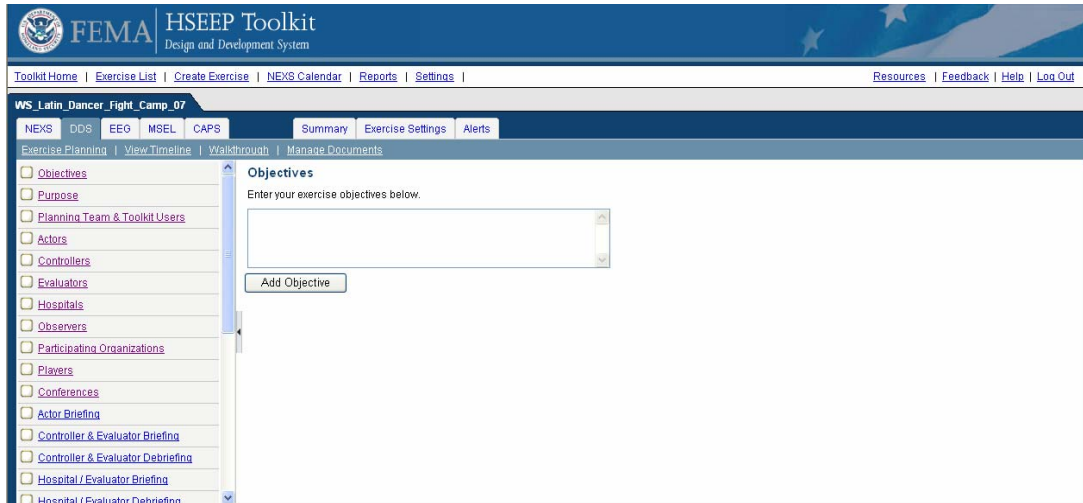
Exercise FOUO

4) Walkthrough

- The Walkthrough provides an advanced data entry option for experienced users to quickly and efficiently enter their information.

To access Walkthrough, go to the Exercise List, select an exercise, click DDS, and then Walkthrough. To complete the Walkthrough, follow the steps below:

- Proceed to the first item in the Walkthrough and complete the requested information
- Click the Next button to proceed



5) Outlook Link

- The Outlook link offers user the ability to import task into the user's Outlook calendar

Users have the ability to add tasks to their Outlook Calendar from the Exercise Planning and the View Timeline screens by following the steps below:

- Click the Outlook  icon
- Open or Save Calendar appointment



6) Documents Manager

a) Document Manager allows users to input data into document templates.

From the Exercise Planning select a task and click the “Documents” link

1. Select Template to edit
2. Click the “Edit” Link

The screenshot shows the 'Documents Manager' interface. At the top, there is a navigation bar with links: [Toolkit Home](#), [Exercise List](#), [Create Exercise](#), [NEXS Calendar](#), [Reports](#), and [Settings](#). Below this is a header for 'FSE_Oprah's_Battle_Rapping_Association_07' with tabs for NEXS, DDS, EEG, MSEL, CAPS, Summary, Exercise Settings, and Alerts. A sub-header shows 'Exercise Planning | View Timeline | Walkthrough | Manage Documents'. On the left, a sidebar lists tasks under 'I. Foundation' and 'II. Design and Development'. The main area, titled 'Task Documents', contains a table with columns: Template, Status, and Upload.

	Template	Status	Upload
edit	Exercise Schedule of Events	Not Started	
edit	EXPLAN	Not Started	
edit	Jurisdiction Factsheet Template	Not Started	

3. Enter requested information

The screenshot shows the 'EXPLAN' template form. The left sidebar lists various document templates. The main area is titled 'EXPLAN' and contains a table with columns: Template, Status, and Upload. Below this is a form with fields for Agency/Jurisdiction, Assembly Area Location, C/E Check-In Time, C/E Debriefing Start Time, C/E Positioned Time, EX Duration, EX End Time, EX Name, EX Start Date, EX Start Time, and EX State.

Template	Status	Upload
EXPLAN	Not Started	

Agency/Jurisdiction	IRS
Assembly Area Location	Town Hall
C/E Check-In Time	8am
C/E Debriefing Start Time	9am
C/E Positioned Time	10:30am
EX Duration	1 Hour 45 Minutes
EX End Time	5h
EX Name	Arlington Fire Fighters
EX Start Date	June 18
EX Start Time	9pm
EX State	VA

4. Select Due Date
5. Select Assigned To
6. Enter Task Description
7. Click “Save Task” button

7) Notes Link

a) Document Manager allows users to input data into document templates.

From the Exercise Planning select a task and click “Notes” link

1. Enter Note Subject
2. Enter Note
3. Click “Save Task” button